

# CM/ECF CIVIL JURY DEMAND ATTORNEY TRAINING

## Docketing a Jury Demand

1. Log in to CM/ECF. Locate the **CM/ECF Main Menu Bar** at the top of the screen. Click on the **Civil** option on the **CM/ECF Main Menu Bar** (see Figure 1).

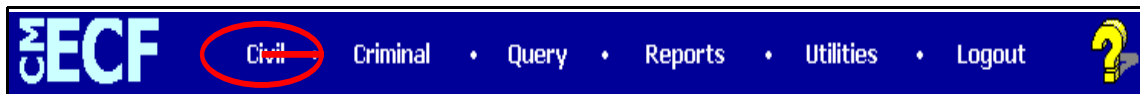


Figure 1 - CM/ECF Main Menu bar

2. The system will display the **Civil Events** screen. Click on **Other Documents** in the Other Filings section (see Figure 2).



Figure 2 - Civil Events screen

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3. The system will display the **Other Documents** selection screen (see Figure 3).

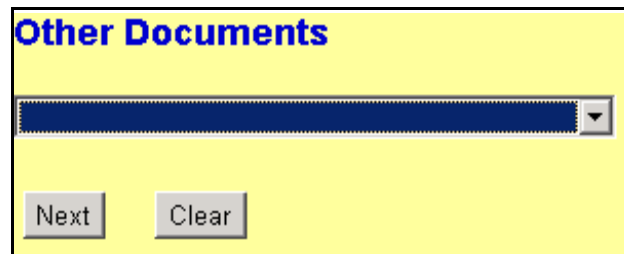


Figure 3 - Other Documents screen

- a. Click the down-arrow at the right of the purple area, and the system will display a drop-down menu. The system will display a list of various types of other documents. Scroll down the list to select **Jury Demand** from the list. Click on the words **Jury Demand**. (see Figure 3a).

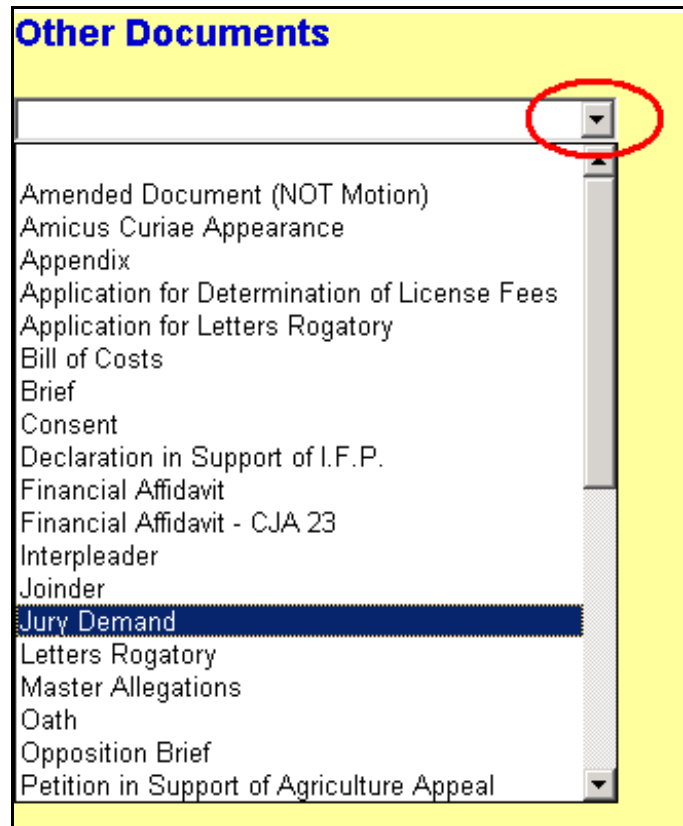


Figure 3a - Other Documents drop-down menu

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- b. Once the **Jury Demand** event appears in the purple area next to the down-arrow (see Figure 3b), click the **[ Next ]** button to continue.

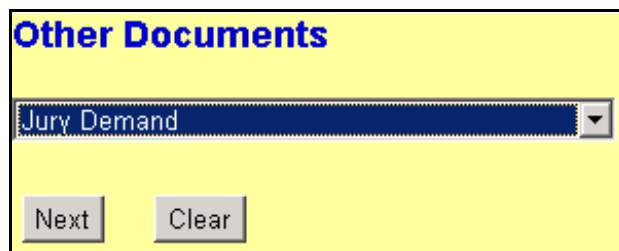


Figure 3b - Jury Demand selected

4. The system will display the **Case Number** screen. Enter the case number in the **Case Number** box, using one of the formats displayed. For example: **99-12345**, **1:99-cv-12345**, **1-99-cv-12345**, **99cv12345** or **1:99cv12345**. Click the **[ Next ]** button to continue (see Figure 4).

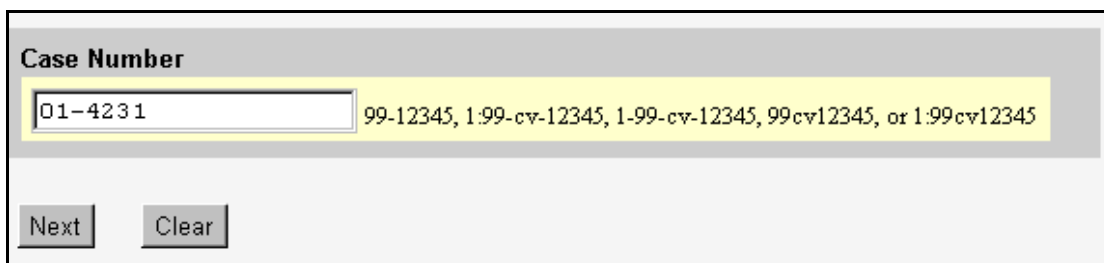


Figure 4 - Case Number screen

- a. If the case number entered is not a valid case number, the system will display the following message:

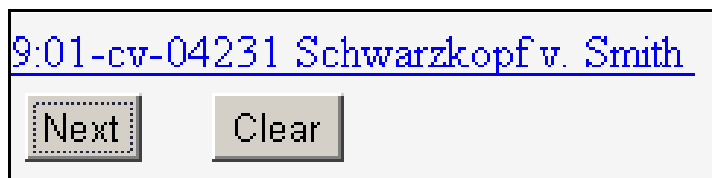
**1:yy-cv-nnnnn is not a valid case. Please enter a valid value.**

Click the **[ Back ]** button. The system will return you to the **Case Number** screen. Enter a valid case number, using one of the formats outlined in Step 4.

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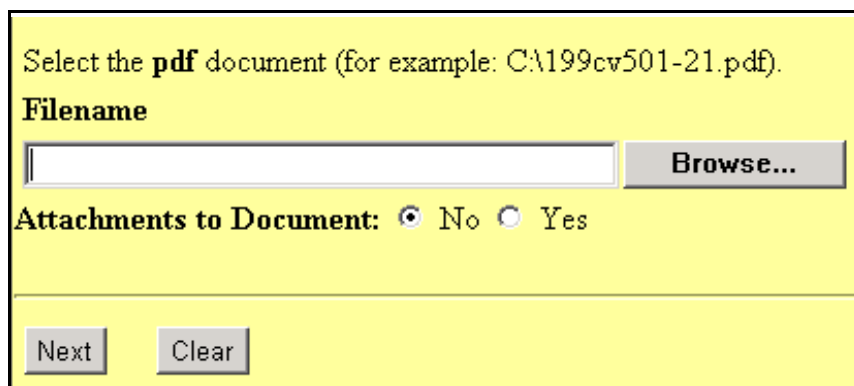
## **Docketing a Jury Demand**

5. The system will display the **Case Number Verification** screen (see Figure 5). The purpose of the **Case Number Verification** screen is for you to verify the case number entered in Step 4.

A screenshot of a web browser window showing a case number verification screen. The text '9:01-cv-04231 Schwarzkopf v. Smith' is displayed in a blue, underlined font. Below the text are two buttons: 'Next' and 'Clear'.

**Figure 5 - Case Number Verification screen**

- a. If this is the correct case, click the **[Next]** button.
- b. If this is **not** the correct case, you **must** return to the **Case Number** screen in Step 4. To return to the **Case Number** screen, click the **Back** button of your browser until you reach the **Case Number** screen (see Figure 4 in Step 4). Once you reach the **Case Number** screen, repeat Steps 4 and 5.
6. The system will display the **pdf document** screen. The **pdf document** screen is used to associate a PDF file/document with the docket entry being docketed (see Figure 6).

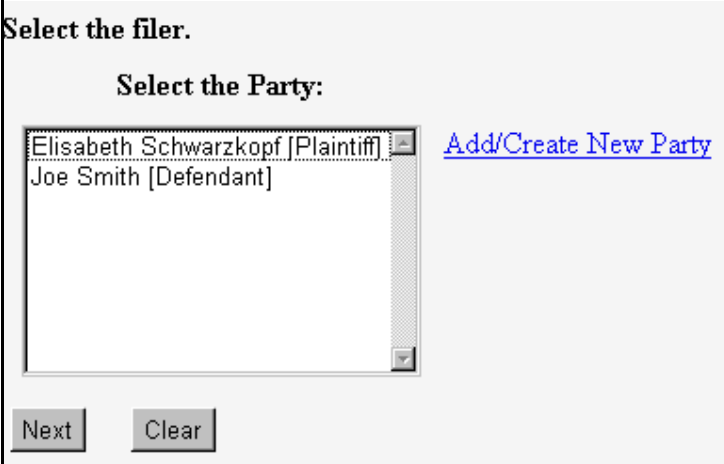
A screenshot of a web browser window showing a PDF document screen. The text 'Select the pdf document (for example: C:\199cv501-21.pdf).' is displayed. Below this is a 'Filename' label and a text input field. To the right of the input field is a 'Browse...' button. Below the input field is the text 'Attachments to Document:' followed by two radio buttons, 'No' and 'Yes'. At the bottom of the screen are two buttons: 'Next' and 'Clear'.

**Figure 6 - PDF Document Screen**

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- a. To associate a PDF Document with this docket entry, and if the PDF Document has any attachments, click the [ **Browse...** ] button and refer to the **Procedures For Uploading a PDF Document and Attaching an Attachment in CM/ECF**. After attaching the PDF Document, click the [ **Next** ] button to continue.
7. The system will display the **Party Selection** screen (see Figure 7).



Select the filer.

Select the Party:

Elisabeth Schwarzkopf [Plaintiff]  
Joe Smith [Defendant]

[Add/Create New Party](#)

Next Clear

Figure 7 - Party Selection screen

- a. A list of the parties in the case will be displayed for you to select the party(ies) who is filing the jury demand. To select the party(ies) who is filing the jury demand, click on that party's name to highlight it, then click the [ **Next** ] button.
8. The system will display the following message:

**Current Jury Demand value is highlighted on a subsequent screen.**

**If the highlighted value is correct, do NOT change it.**

**+ If ONLY PLAINTIFF has demanded jury, value should be p (Plaintiff)**

**+ If ONLY DEFENDANT has demanded jury, value should be d (Defendant)**

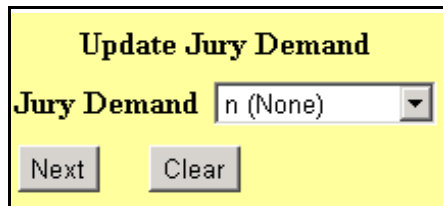
**+ If BOTH sides have demanded jury, value should be b (Both)**

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## **Docketing a Jury Demand**

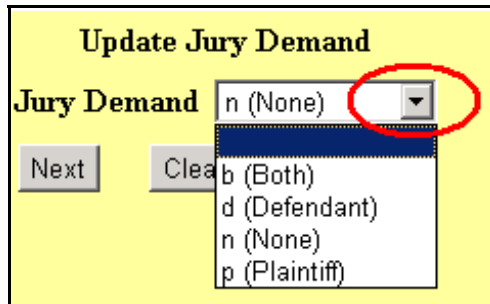
**Read this message carefully**, then click the **[Next]** button to continue.

9. The system will display the **Update Jury Demand** screen (see Figure 9a).



**Figure 9a - Update Jury Demand screen**

- a. The current jury demand value in the case will automatically be highlighted in the **Jury Demand** pick list. If the highlighted value is correct, do not change it. Click the **[ Next ]** button and proceed to Step 10.
- b. If the current jury demand value is **not** correct and need to be changed, click the down-arrow on the **Jury Demand** pick list, and select the correct value; **b (Both)**, **d (Defendant)**, **n (None)**, or **p (Plaintiff)**. (See Figure 9b). Click the **[Next]** button and proceed to Step 10.

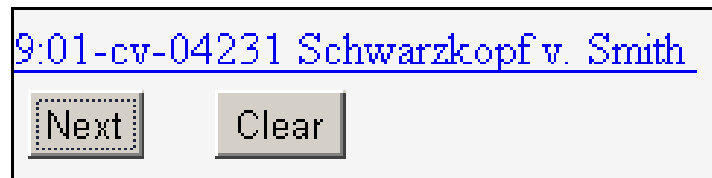


**Figure 9b - Update Jury Demand selection**

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## **Docketing a Jury Demand**

10. The system will display the **Case Number Verification** screen again (see Figure 10). The purpose of the **Case Number Verification** screen is for you to verify the case number entered in Step 4.



9:01-cv-04231 Schwarzkopf v. Smith

Next Clear

**Figure 10 - Case Number Verification screen**

- a. If this is the correct case, click the **[Next]** button.
  - b. If this is **not** the correct case, you **must** return to the **Case Number** screen in Step 4. To return to the **Case Number** screen, click the **Back** button of your browser until you reach the **Case Number** screen (see Figure 4 in Step 4). Once you reach the **Case Number** screen, repeat Steps 4 through 15.
11. The system will display the **Docket Text: Final Text** screen. The docket text will be displayed. The system will display the following message:

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

**NOTE: CHECK THE DOCKET TEXT CAREFULLY HERE. THIS IS THE LAST CHANCE FOR YOU TO GO BACK AND CORRECT ANY ERRORS IN THE TRANSACTION OR TO LEAVE THE TRANSACTION AND START OVER BY CLICKING THE CIVIL OPTION ON THE CM/ECF MAIN MENU BAR.**

# CM/ECF CIVIL JURY DEMAND ATTORNEY TRAINING

## **Docketing a Jury Demand**

When you click the [ **Next** ] button on this screen, you are submitting this transaction to the CM/ECF database. If there is a mistake in the transaction, you will **not** be able to click the **Back** button of your browser to make any corrections.

If you are completely satisfied with the transaction, click the [ **Next** ] button to complete the docketing of this transaction.

12. The system will display the **Notice of Electronic Filing** screen (see Figure 12). The **Notice of Electronic Filing** screen is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
  - a. To print a copy of this notice, click the browser **Print** icon.
  - b. To save a copy of this receipt, click the **File** option on the browser menu.

**NOTE:** When you arrive at the **Notice of Electronic Filing** screen, you are finished with the filing/docketing of your transaction. You can select a choice from the **CM/ECF Main Menu Bar** at the top of the screen. For example, you can click on **Civil** or **Criminal** to file/docket another transaction.



**CM/ECF**  
**CIVIL JURY DEMAND**  
**ATTORNEY TRAINING**

**Docketing a Jury Demand**

Notice of Electronic Filing

The following transaction was received from Leslie LeFord on 10/29/2001 at 2:42 PM CST

**Case Name:** Schwarzkopf v. Smith

**Case Number:** [0-01-04231-RB](#)

**Document Number:** [19](#)

**Docket Text:**

MOTION to Continue by Joe Smith. (Ledford, Kerry)

The following document(s) are associated with this transaction:

**Document description:**Main Document

**Original filename:**R:/TRAINING/ECF/Docs\_PDF/ECFdocs/Motion.PDF

**Electronic document Stamp:**

[STAMP dcstdStamp\_ID=981407491 [Date=10/29/2001] [FileNumber=50855-0]  
[3f9f4f49836ae59be00306477b777c2dbc6dc6f8b64b9530ad63962089ccd394dc735  
12a16b3c4e11ef754e17e46a53ccdc5d5eb14d5f549179dbc3da4ad03a7]]

**0-01-04231-RB Notice will be electronically mailed to:**

**0-01-04231-RB Notice will not be electronically mailed to:**

Dale P. Jones  
Jones and Associates  
129 Main Street  
San Antonio, TX 78209

Leslie LeFord  
Courthouse Steps  
271 Main Plaza  
San Antonio, TX 78201

**Figure 12 - Notice of Electronic Filing screen**